



City of Austin - JOB DESCRIPTION



Accounting Technician

FLSA:	Standard/Non-Exempt	EEO Category:	(60) Admin/Supp
Class Code:	10061	Salary Grade:	AA7
Approved:		Last Revised:	January 24, 2008

Purpose:

Coordinates the collecting/recording of revenue and/or paying of invoices by ensuring the accuracy and completion of payable/receivable and other expense account transactions.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Verifies accounts by reconciling statements and transactions and reviewing/verifying the work/accounts of others.
2. Organizes work for processing by gathering and sorting documents and related information; verifying correct accounting transaction and/or vendor information.
3. Prepares and provides financial reports by collecting, analyzing, and summarizing account information and trends, and submitting results to appropriate personnel.
4. Obtains/collects revenue/deposits travel reimbursements by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying and notifying customers of delinquent accounts and insufficient payments; reminding delinquent accounts.
5. Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization for payment.
6. Maintains accounting ledgers by reviewing and posting account transactions; ensuring documents are accepted; clearing rejected documents prior to submitting payments.
7. Resolves account discrepancies by investigating documentation; issuing stop payments, payments, or adjustments.
8. Maintains financial security by following internal accounting controls.
9. Secures financial information and maintaining financial historical records by creating and/or maintaining electronic files and/or filing accounting documents.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of good customer relations practices.
- Knowledge of basic office and/or clerical procedures and equipment.
- Knowledge of processing, accounting and control of cash payments.
- Knowledge of bookkeeping, record keeping, and general cashier procedures.
- Knowledge of business English and correspondence sufficient to compose and prepare letters, reports, etc.
- Knowledge of computer data entry and retrieval methods and procedures, capabilities and limitations.
- Skill in effective verbal and written communication.
- Skill in operating a personal computer and related equipment.
- Skill in understanding and following verbal and written instructions.
- Skill in establishing work priorities to ensure completion of job tasks within a specified time frame.
- Ability to record data/information.
- Ability to establish and maintain good working relationships with other City employees and the public.

Minimum Qualifications:

- Graduation from High School or equivalent, plus two (2) years experience in a related field.
- Any combination of related Education and Experience may be substituted

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.